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15 October 1951

*Revised
Copy
See Attached*

MEMORANDUM FOR: JOINT TRAINING COMMITTEE
 THROUGH: Covert Training Advisory Committee
 SUBJECT: Release of Student Notebooks, Policy for

1. It has been the recent experience of this Office to have

requests for the release of student notebooks. These requests have
 either been approved or denied on a case to case basis. More

recently, additional requests have been received, and it may be
 foreseen that with the increase of the number of students such re-
 quests likewise will increase. A policy and an established procedure
 is necessary. The usual considerations in any dissemination of

student notebooks exist; the arguments in favor of the student note-
 books being given to the students also prevail.

2. In the case of student notebooks covering courses given by
 TRC the great factor in arriving at a policy is security. These
 notes are by virtue of their content classified "Secret." The
 indiscriminate handling of them within that classification involves

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operational doctrines and procedures, the notes of which might well be in variance with the proper context of the subjects covered.

The security being the overriding factor, a control is necessary and that control must remain consistent with policies and procedures established for the clearance and release of overseas materials.

Thus, although primarily to be used in the United States, the possibility exists for subsequent use at overseas stations.

3. At present, the student notebooks are retained in student files for a period of six months and are accessible to the individual within the confines of the facilities of TRC for that length of time.

This is considered adequate for those remaining on duty in Washington.

4. As stated above, for overseas usage these requests are now handled on a case to case basis. The documents are forwarded through official channels to the individual, care of his overseas chief.

5. To gain full usage for individuals who are on a duty station in the United States and whose future assignment may carry them to overseas stations, TRC will be able to retain the notebooks in limited

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numbers for a period of twelve months on special request.

6. It is recommended, therefore, that:

a. The present system of keeping all notebooks locally available in DC files for use within the facilities of DC for a period of six months be continued. *OK*

b. For overseas personnel the procedure be on a case to case basis, that request for shipment be approved by in form of instructional manuals & materials, and that the normal CIA mail procedures to overseas stations be used as the medium for transmittal through the

Chief of the overseas station.

c. That operating divisions whose plans call for permanent changes of stations overseas of certain personnel make requests that the notebooks of such individuals be retained for a period of twelve months instead of the six months stated in subparagraph "a." above. *OK*

Assistant Director
for Training (Covert)

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